

Town Administrator's Action Items Report

October 19, 2015

1. **Highway Safety Subcommittee-Foot Traffic Study Committee**-First meeting scheduled for September 8th.

Committee had organizational meeting and discussion of assignments were given out.

Grant application sent to DOT on Friday, Sept. 26th.

Next meeting is on Tuesday, October 28th at 4:00pm. Overview of plan if grant does not come through. Discussed the possibility of using the 'used' bridge.

Also discussed a Canadian purchase.

Next meeting scheduled for after the holidays TBA

Warrant Article written according to agreement.

Minutes of meeting attached.

Next Meeting on April 22th at 4:00 PM

Chief Brace and Road Agent Dick Perusse to attend and discuss other pedestrian related issues with the committee.

Dick Perusse attended meeting on April 22 and Dick laid out the construction plans for the bottom of Old Coach Road. Peter will follow through on the State DOT painting crosswalks.

Committee met on June 30th to discuss fundraising.

Update as of August 7th, 2015- Board of Selectmen approve contracting with Bob Todd Land Use Consulting for an estimated \$8,000 to \$10,000 and also E.D. Swett Com for preliminary design and engineering for \$15,000.

Complete run down of estimated costs and promotional flyer. (See Attached)

Update:

Meeting held on Sept. 17th with bridge engineer.

Grant Application sent to Fields Pond Foundation.

No new activity

2. **Town Hall Basement** Bid Package created and also advertised and put the web page... Bids are due on May 29th.

Peter to place out for rebid.

George St. John is putting together a proposal to do a partial renovation which is going to include a new furnace, windows and stairway.

George St. John Preparing recommendations and proposal for partial completion of the project.

SJT Construction bid brought to Board for approval at Selectmen's meeting on August 17th.

Peter Completing Building permit application. Preliminary work starting on September 8th.

Carter Sprinkler Company made modifications to work around the Boiler Room while construction is in the works. Front stairway is temporarily blocked.

Modification of the Boiler room floor taking place.

Continued work being done-Concrete work done in Boiler Room and under stairs. Enclosing boiler room.

3. Stair Chair Lift-

Bids requests to go out on week of June 15th. Bids received and Peter has recommendation for approval re: Item 8 on July 20th Agenda. Installation will take place in the near future.

4. **Tree Cut vs. Flagpole removal:** Board instructs Town Administrator to budget for next year for tree pruning. Bartlett Tree Meeting Peter on October 14th to estimate some tree grooming and brush projects for next year's budget prep.
5. **Fire Wards Ambulance RFQ-B** id request form completed and sent out to various companies. (See attached)
6. **Fire Station-Land Survey followup-** Bid package and results attached-Bob Todd to do Surveying work for the Fire Wards.
7. **Whipple Frree Library** –Memorandum of Understanding-Delayed until meeting of October 19th.
8. **Budget schedule to begin on October 29th**. First budgets for review: Tax Collector, Building Department, recreation Department, Town Clerk, Police Department and personnel benefits.(Insurances)
9. **Highway Dept. / School Snow plowing:** Further discussion for future planning